

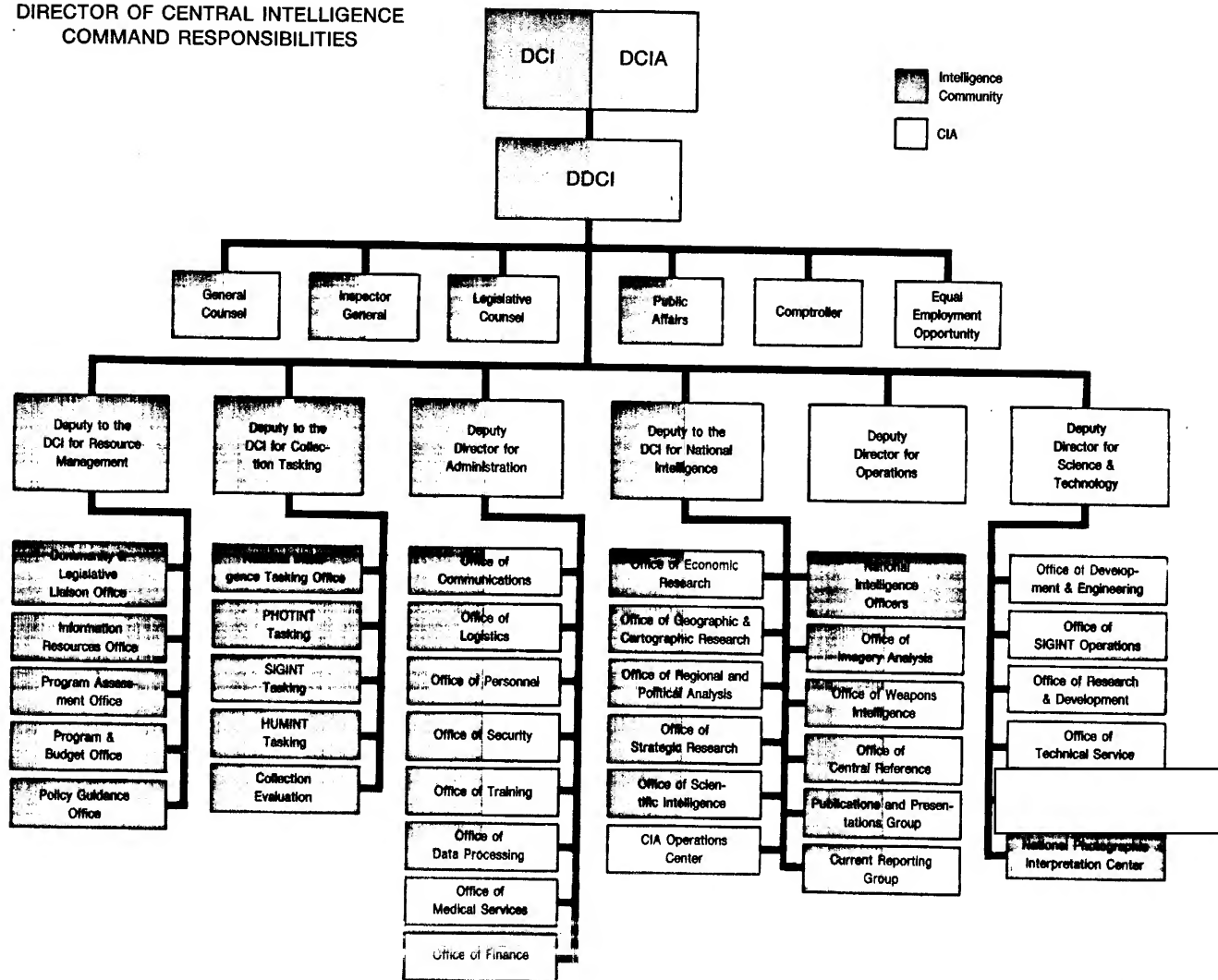
*Draft : Jan 79*

OFFICE OF DATA PROCESSING

PERSONNEL HANDBOOK

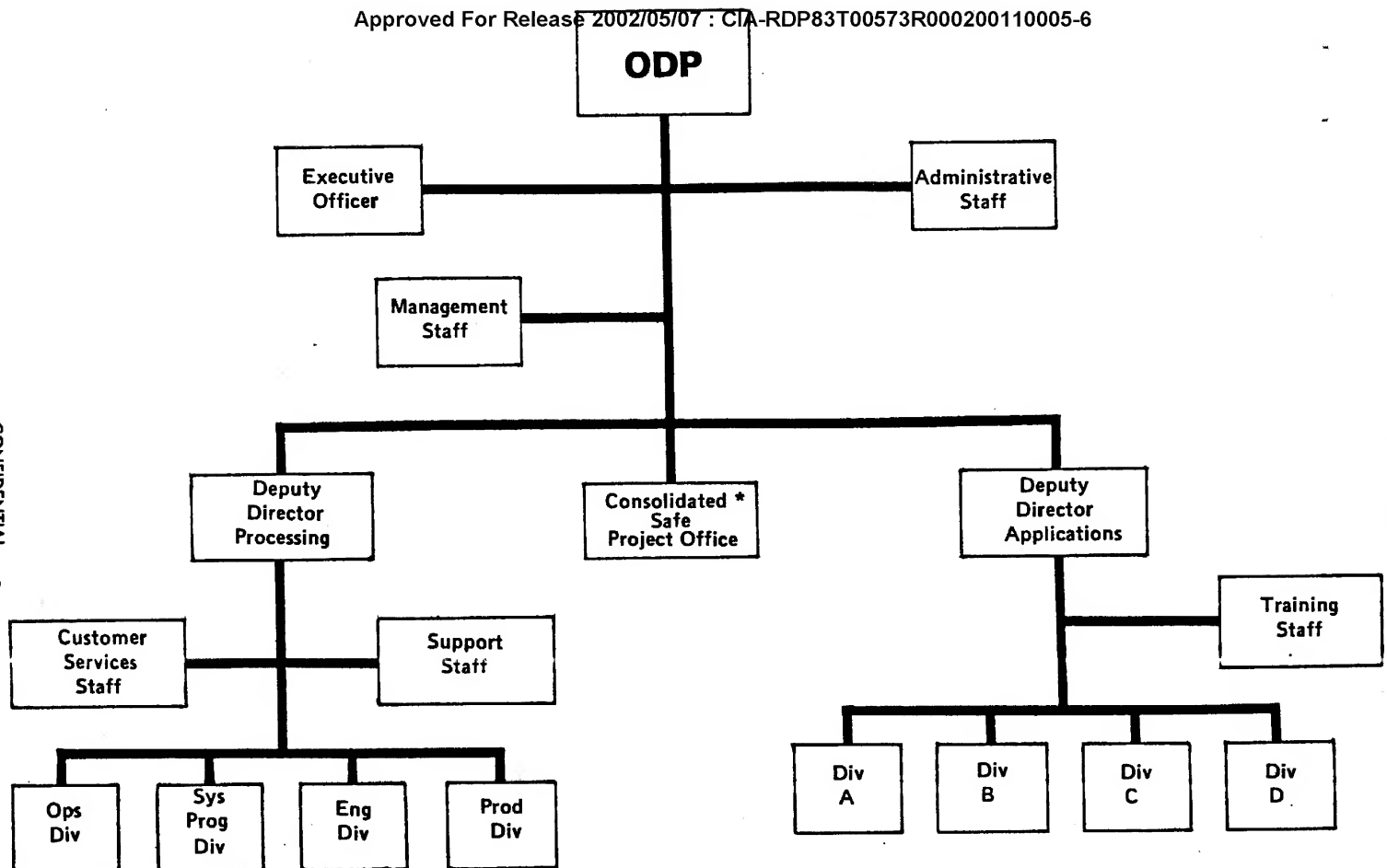
This handbook has two purposes: 1) to give the new ODP employee one document that he can read at his own pace which will introduce him to ODP and the Agency; and 2) to provide him with a ready reference to personnel policies and practices that affect him and his career.

DIRECTOR OF CENTRAL INTELLIGENCE  
COMMAND RESPONSIBILITIES



STAT

October 1978



\* Joint CIA/DIA Staffing

FIGURE 1

CONFIDENTIAL

BASIC FACTS ABOUT EMPLOYMENT (U)

To Verify Employment (U)

When filling out an application for credit, a house mortgage, or an apartment, you will be required to state your place of employment. You should state that you work at the Central Intelligence Agency. The address is:

Central Intelligence Agency  
c/o Office of Personnel  
Washington, D.C. 20505

You probably will be required to give a phone number for verification of employment. The number you should use is 351-5695. This is a branch within the Office of Personnel which will verify your employment, give the caller your grade and title. Do not give out your office number; no one there has the authority to verify that you work for CIA.

Where To Tell People You Work (U)

Central Intelligence Agency

What To Tell People Your Job Is (U)

Clerk-Typist, Secretary, Computer Operator, Systems Analysis (as applicable) (U)

### Cover

If in the course of your employment with CIA you are put under cover, you will be given an appropriate cover story about your employment and its verification. (C)

### EMERGENCIES

If an emergency arises after duty hours (i.e., car accident, personal injury, fire, etc.) and you cannot get in touch with your supervisor or someone from the office, you should call The Office of Security [REDACTED]. Many of us carry a card in our wallets that says: "In case of emergency call [REDACTED] A member of your family should be aware of the above procedure in case they would have to call on your behalf. (U)

25X1

25X1

### SECURITY

The security of our classified material is of the utmost importance. We can all do our part by using good judgment and practicing good security habits. When you first came aboard you received briefings on security. If you are uncertain about any aspect, ask your supervisor. (U)

### Personal Visitors

Members of your immediate family may visit you at Headquarters Building. You can show them the first floor corridor areas (including the Portrait Gallery

and the Exhibition Hall). You may take them to lunch in either the North Cafeteria or the Rendezvous Room. You may not take them to the Library or into your office. You should notify the Office of Security on  at least 72 hours before the scheduled visit. Security will need the following information from you: your name, your badge number, your office designation, the names of people visiting, their relationship to you, and the time of the visit. (U)

STAT

Outside Activity Approval Request (Form 879)

If during your employment with the Agency you plan private foreign travel, get a part-time job, join an outside organization (other than church, local PTA, etc.) have contact with foreign nationals, receive a summons for jury duty or court appearance, enroll in after-hours training classes, or participate in other outside activities, you must complete an Outside Activity Approval Request. If you have any questions about when to submit this form, ask your immediate supervisor. (C)

Security Violations

Mistakes can be costly. If you receive a Security violation(s), the following actions will be taken:

PENALTIES FOR NONCOMPLIANCE OR VIOLATION. Persons who fail to observe CIA security regulations and policies will be subject to administrative action as specified herein or, in certain serious cases, to criminal prosecution. (C)

(1) ADMINISTRATIVE ACTION (C)

(a) Penalties. The following are minimum penalties for security violations:

(1) First Violation. Oral reprimand by the division chief or higher authority and warning of possible consequences of further violations.

(2) Second Violation

(a) Written reprimand and warning by the responsible authority concerned, and

(b) Security check duty for one week.

(3) Third Violation

(a) Suspension without pay for a period of not less than one day or more than thirty days, and

(b) Written warning from the Director of Personnel as to consequences of a fourth violation.

(4) Fourth Violation

- (a) Suspension without pay for a period of not less two weeks or more than thirty days, and
- (b) Consideration of termination of employment or affiliation.

A security violation will remain in an employees security file as long as the individual is employed by CIA. However, if the employee does not receive another violation within two consecutive years, the previous violation is disregarded for purposes of determining whether a subsequent violation is the first, second, third or fourth. (C)

SAFETY

Accidents can be avoided if everyone practices office safety. Keep boxes, carts, step stools, etc. out of traffic and doorway areas to prevent people from falling over them. When filing or retrieving files, make sure you have a step stool or ladder; avoid using chairs, boxes, or anything that can slip out from under you. Close safes, file cabinets and desk drawers to prevent others from hitting their heads or bodies. Do not stack things in hallways. Keep the tops of safes cleared. (U)



Keep your work area safe. Electric cords, overloaded book shelves, large stacks of material perched on the edge of your desk, etc. can all be potential safety hazards. (U)

Fire drills occur periodically during the year. Learn the location of fire extinguishers and the fire evacuation plan in your office. Follow the fire warden's instructions and remember where to exit the building. (U)

#### PAYCHECKS

Official paydays are every other Friday. ODP paychecks, however are generally delivered on Thursday-- usually before 11:00 a.m. There are 26 paydays each year. (U)

New employees should be aware that salary payments cover a two (2) week work period, but upon initial entrance on duty an additional two weeks are required for the processing of the initial full paycheck. Therefore, you will not receive a full (two week) paycheck until the end of the first four weeks of employment. (U)

#### Checks

Your paycheck will be delivered to you at work before noon on Thursday. It will be accompanied by an Earnings

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EMPLOYEE NAME <b>IAM A SAMPLE</b>		EMPLOYEE NO <b>0012345678</b>		FAN <b>87654321</b>		PP ENDING <b>061278</b>		PP # <b>17</b>		LP # <b>16</b>		SCHED <b>GS</b>		CAUST <b>04 1</b>		RATE <b>4.28</b>		LOCATION <b>000</b>			
HRS/WK		ITEM		EARNINGS		AMOUNT		ITEM		DEDUCTIONS		AMOUNT		CALENDAR YEAR-TO-DATE ACC		ITEM		LEAVE STATUS		HRS TA	
80		BASE		342.40				RET		23.97				TAXGR		5,595.20		AL BAL BEGN YR		28	
		TAX GR		342.40				FEDTAX		50.41				FEDTAX		607.35		EARNED THIS YR		64	
								FEDLI		3.91				RET		351.71		TAKEN THIS YR		16	
								ST TAX		10.67				VA TAX		173.51		FORFEITED			
								CR UN		50.00								AL BAL AS OF THIS PP		76	
																		MAX YR END BAL		240	
																		SL BAL BEGN YR		20	
																		EARNED THIS YR		64	
																		TAKEN THIS YR		24	
																		SL BAL AS OF THIS PP		60	
																		COMP TIME BAL			
TOTAL EARNINGS				342.40		TOTAL DED				139.16		AMOUNT OF CHECK		DATE PAID		FED. TAX EX		LOCAL TAX EX			
												203.24		082578		S 0					
REMARKS																		ST TAX EXEMPT		FLSA	
																		VA 0		NONEXEMPT	

FORM 456 (11-76) OBSOLETE, PREVIOUS EDITIONS

EARNINGS AND LEAVE STATEMENT SAMPLE (U)

- Employee's name
- Employee's serial number (this number will remain with you while you are employed by CIA)
- FAN number (this number is used by management for budgetary purposes)
- PP Ending (this is the last day of the pay period; pay periods run Sunday through Saturday)
- PP# (this is the number of the pay period; there are 26 pay periods each year)
- LP# (this is the number of the leave period; there are 26 leave periods each year and the leave period is always one less than the pay period)
- SCHED (this indicates the scale on which you are paid; we are all GS)
- GR/ST (this indicates your grade and step; there are 10 steps within each grade level)
- RATE (this indicates your hourly rate of pay)
- HRS/% (this indicates the total number of hours worked plus any overtime you worked)
- UNDER EARNINGS--ITEM (this column explains what the amounts in the next column--AMOUNT--are for)
- UNDER EARNINGS--AMOUNT (the amounts correspond to the ITEM column; this shows an employee's base pay for 80 hours, pay for any overtime, and the total on which your tax is based)
- UNDER DEDUCTIONS--ITEM and AMOUNT (these columns indicate the purpose and amount of the deductions made from your check; mandatory deductions are made for retirement, Federal and State taxes, and optional deductions can be made for life insurance, savings bonds, Credit Union, etc.)
- CALENDAR YEAR-TO-DATE ACC--ITEM and AMOUNT (this column indicated how much money has been deducted from your check since the beginning of the year for taxes, retirement, hospitalization, etc. It is a cumulative total)
- LEAVE STATUS (this column indicates how much leave you have earned up to that payday, how much you have taken, your present leave balance and how much you can carry over into the next leave year)
- TOTAL EARNINGS (this indicates how much your paycheck is for before taxes and other deductions)
- TOTAL DED (this indicates how much money is deducted from your paycheck for taxes, retirement, etc.)
- AMOUNT OF CHECK (this is the amount of your paycheck)
- DATE PAID (this is the date of the official payday (i.e., every other Friday); the actual paycheck is dated several days earlier so that it can be cashed when you receive it on Thursdays)
- TAXES (these boxes indicate whether you are single or married, number of exemptions you claim, the state for which tax is withheld)

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and Leave Statement (how much you make, how much is deducted and for what, your total taxes, hospitalization, insurance, retirement, and annual and sick leave balances). See the sample on the following page. (U)

If you wish, your check can be sent directly to your bank. Your check can be sent to either a checking or savings account but not to both. You also can arrange to have all or part of your check deposited in the Northwest Federal Credit Union in either a savings account or as payment on a loan or both. See the Administrative Staff to arrange for direct deposit of your paycheck.

#### Leave

##### How much do you earn?

For the first three years you work for the government, you will earn 4 hours of annual leave each payday for a total of 13 days of annual leave per year. (U)

For the 3rd through the 14th years you work for the government, you will earn 6 hours of annual leave each payday for a total of 20 days of annual leave per year. (U)

You are allowed to carry over no more than 240 hours of annual leave from one leave year to the next. That's 30 days. If at the end of the leave year you have more

than 240 hours, your excess leave will be forfeited automatically at the beginning of the next leave year. (U)

You will accrue 13 days of sick leave each year for the entire time you work for the Government (4 hours each pay period). There is no limit on the amount of sick leave you can accumulate; you carry over as much as you have earned. If you plan a career with the Agency, your accumulated sick leave counts toward computation of annuity when you retire and can make a big difference in the pension you receive. (U)

When can you use your leave?

You must request your supervisor's permission in advance to take leave. You may be asked to fill out a leave slip. Taking annual leave is a privilege; it is not a right. Its use should not disrupt the office schedule. A request for leave is rarely refused. One purpose of requesting leave in advance is to enable us to schedule work to compensate for people on leave. There are not enough people in your division to perform all of your duties while you are on leave, so you can expect a backlog of work when you return. This procedure applies to both annual and sick leave. If you are uncertain about what type of leave to use, check with your supervisor. (U)

### Annual Leave

This type of leave is used any time you are off except when you are sick or seeing a doctor (including dentist, specialists, eye doctors, etc.). (U)

Try to consider the situation in the office before planning annual leave. For example, try not to plan leave when you know others will be vacationing or will be out of the office for training. Also, try not to take leave when you know the office has a priority project that will need your assistance. If you can take leave another time, please try to do so. (U)

### Sick Leave

Sick leave is used when YOU are sick or seeing a doctor; you earn it to cover illness and related appointments (doctor, dentist, eye doctor, etc.) You cannot take sick leave to take care of someone else (sick spouse or child), have your hair done, visit a sick friend, take your child to the doctor, etc. You must use annual leave for this. Do not abuse your sick leave. (U)

If you are sick for more than three working days in a row or for a total of more than 24 hours in a pay

period, you may have to submit a doctor's note stating the nature of your illness and his approval that you may return to work. The doctor's note should be attached to the leave slip covering the sick leave and turned in to the division secretary. You may be asked to visit the Office of Medical Services also. This is more of an effort to help OMS monitor the general health of Agency employees than anything else. For example, if you have a contagious illness and come back to work before you are well, we could easily have the entire office down with illnesses like measles, mumps, chicken pox, pink eye, mononucleosis, hepatitis, or just plain flue. This is, of course, a rare situation, but it could happen. This policy is for your protection and the protection of other people who work near you. (U)

#### Unscheduled Leave

We know there are times when you will not know in advance when you are going to be off on either annual or sick leave. Call in by 0830. If you know you will not be in for a couple of days when you call, let whomever you are talking to know when to expect you. (U)

It is preferable that you call in yourself and speak to your supervisor. If this is inconvenient, however,

someone you ride with can call for you, as can your husband or wife or roommate. Just be sure that whomever you ask to call for you will do it--sometimes people forget. (U)

Agency regulations require that if your office has not heard from you by 1000 and was not aware you would be absent, your supervisor will inform the ODP Administrative Staff who will, in turn, notify the appropriate Agency components (usually Office of Security). Security may send someone to your home if OS cannot reach you. (C)

#### Leave Without Pay (LWOP)

Under certain circumstances you may request leave without pay. These include extended illnesses for which you have insufficient sick and annual leave, accompanying your spouse on an overseas tour of duty, maternity leave that exceeds your accrued leave balance, etc. LWOP will not be granted, however, for any absence for which you can use sick or annual leave. Normally, LWOP is used only after you have used all of your sick and annual leave. All requests for LWOP must be submitted in writing through your supervisor to the Chief, ODP Administrative Staff. (U)

### Lunch Period

ODP employees are allowed one-half hour for lunch if they work an 8 1/2 hour day (8:30-5:00, for example). (U)

### Time and Attendance Cards

Each payday your division secretary must submit a Time and Attendance Card (T&A) for each employee in the division. If you have used either annual or sick leave or both during the pay period, you must initial your T&A card. If you have not used leave, your initials are not required. A sample T&A card follows. (U)

It is not necessary to master all the details of a T&A card (unless you are a secretary or an administrative officer), but you should understand that your initials acknowledge that you did take whatever leave is indicated. (U)

### Locator Cards

We keep several forms with your name, address and phone number. This is necessary for many reasons and three very particular ones:



CONFIDENTIAL

FORM 20 OBSOLETE PREVIOUS EDITIONS  
TIME AND ATTENDANCE REPORT  
1. CERTIFY O/T, C/T AND N/T ARE AUTHORIZED

EMPLOYEE NAME: JOHN S DOE  
EMPLOYEE NO: 0000022222  
BIRTH: 1230  
LOCATION: 12345678  
PAY PERIOD ENDING: 01 14 78

DAY	PAY STATUS					HOURS		HOLID	FN/D	FLSA	OTHER	A/L	S/L	LWOP	TIME ABSENT				INT (SEE MB)	
	R/T	N/D	N/T	S/P	O/T	C/T	FROM								TO	C/T	CD	OTHER		HL
S																				
M	8				3		1500	1800												
T	8																			
W	8																			
T	8																			
F	8																			
S																				
WK	40				3														51	
S																				
M	8											8								
T	8																			
W	8												8							
T	8																2	8		
F	8																			
S																				
WK	40											8	8					2	8	66
DAY	R/T	N/D	N/T	S/P	O/T	C/T						A/L	S/L	LWOP	C/T		CD	OTHER	HL	

SEE REVERSE FOR A B C D LEAVE CODE: 1-MIL LV 2-CRT LV 3-TRAUMATIC LV

SAMPLE TIME AND ATTENDANCE CARD (U)

- Column represents amount of hours a full-time employee works.
- Column represents number of hours overtime worked.
- Columns FROM/TO represent the hours the overtime was worked.
- Column reports those hours NOT WORKED during a holiday.
- Column represents hours of annual leave taken.
- Column represents sick leave taken.
- CD column represents a code: 1=Military leave; 2=Court leave; 3=Traumatic leave; Other column=the number of hours taken for any one of the codes.
- Total at the right side (Box D) represents the total of each column for the 1st and 2nd week.
- Location represents employees designated area of work (by division).
- Box represents the date at the end of the biweekly pay period.
- Initial column--employee must initial here for any time under the time absent columns.

1. If you are needed in the office during non-working hours (which happens only rarely), your supervisor must be able to get in touch with you. (U)

2. If an emergency situation should arise during non-working hours in the area where you are living (flood, hurricane, fire, etc.), someone in the office who knows your address could contact Security. If Security determines that you need help, every effort would be made to get help to you. This is particularly important for those of you who are living here away from your families and alone. We and Security want you to be healthy and happy; if there is some sort of emergency situation, we want to be able to help you. (U)

3. This information is also used if there are other emergencies, i.e., illness in family. If your family cannot get in touch with you, they may call Security. (U)

Therefore, it is very important to keep your locator card current. If you move, get a new phone number, change your name, or get a new badge, etc., tell your division secretary. (U)

Emergency Designee

This is the person you designate to be notified in case of an accident or severe illness. There are no set rules. Usually it is your husband or wife, parents, or a sister or brother. Sometimes, however, a family member is not the one whom you want notified (if your parents are ill or elderly, for example). It is also important to keep this information up to date. (U)

Transportation

There are regular Metro bus routes into the compound. Metro fare cards can be purchased at the Credit Union. (U)

STAT The Agency has established a shuttle service to provide transportation for personnel between Agency buildings and other Government buildings. You must show your badge to get on the shuttle buses. This service presently includes the State Department, Pentagon, Rosslyn area (key and Ames), South,  Chamber of Commerce, Community Headquarters Building. Shuttle schedules are posted in each office. If you cannot find a copy, please contact the Administrative Staff,  (U)

STAT

Metro buses and Agency shuttle buses pick up and discharge passengers at the central bus stop located next

to the auditorium (near the main entrance). You may reach the bus stop by going through the tunnel or by going out the main entrance and past the auditorium .

A guard is on duty at the central bus stop. You must display your badge to the guard when leaving either public or Agency transportation at this location. (U)

Carpools and Parking

There is a carpool locator on the first floor near the Credit Union. All Agency employees are urged to join carpools rather than drive alone. Preference in parking is given to carpools. Applications for carpool permits are available in Room 1J45.

Parking is free in all Headquarters parking lots, but a permit is required for all lots except certain areas of West Parking Lot. These restricted areas are well marked. Tickets are given for parking in restricted areas without a permit. The roads within the Headquarters Compound are monitored by radar, and tickets are issued for speeds in excess of 10 miles per hour in the parking lots and 25 miles per hour on the perimeter road.

There are three entrances to the Headquarters compound-- one from Route 123, one from the George Washington Parkway, and one from Route 193. The Route 123 entrance is

open 24 hours a day; the George Washington Parkway entrance is open from 0700-2000 weekdays only; the Route 193 entrance is open from 0730-0900 and 1600-1800 weekdays only. (C)

### Badges

Your badge should be visible at all times while you are at work. You will need to show it at the gate to enter the Headquarters Compound (one badge in each car is sufficient) or to the guard as you get off the bus at the bus stop. Entrance to the building is controlled by guards and computerized entry. When you picked up your badge, you were given a number on a blue card. Memorize it--you will need to know it every time you come into the building. In addition, you will be asked to show your badge to enter the cafeterias, to enter some offices, and to a guard anytime he asks to see it. Take your badge off and put it away when you leave the building. You will not need to show it to get out of any gate. (C)

If you forget your badge, the guards at any of the entrances that are open at that hour can check you in. You will need someone to identify you, so ask someone

from your carpool or call the office from the telephone at the guard's desk for someone to sign you in. (U)

Your badge has a black magnetized strip that contains a coded number. It is possible for the strip to become demagnetized; keep your badge away from any magnetized objects, including credit cards. If for some reason your badge does not work in the machines, you will be directed by the security guard to the Security Badge Office located by the front entrance (Room 1E008) to have the badge replaced. (C)

If you lose your badge, report the loss immediately to your Branch Chief, the Security Badge Office, and the Chief, ODP Administrative Staff  The Badge Office will provide you with a form. Complete it and turn it in to the ODP Administrative Staff. (C)

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Your badge is your responsibility; its loss may result in a security violation. (U)

#### Office Conduct and Dress

We work in an office, not a beach, snack bar or mountain camping area. There are many visitors in and out of the office every day-- high-level, middle-level, low-level, Agency, non-Agency, and non-government. There are also office tours by different groups. The appearance

of an office--both its people and its furniture--is the first thing to enter a visitor's mind. The first impressions of the office are the appearance of the people, and the noise level. (U)

The only rule about your wardrobe at work is to use common sense. You never know when you will be asked to deliver documents or publications, attend meetings and courses or escort visitors. The impression you leave on these occasions will sometimes be the only impression others get of our office. (U)

Use common sense about the noise level. We work in close quarters; the amount of talking we do during the day affects others. Some socializing is expected, but it should be kept to a minimum. It should not keep you from getting your work done or hinder others from doing theirs. When someone is working on a project or just trying to concentrate, even a little noise can be a major distraction. We are all expected to keep the noise level in the office low.

#### Using the Telephone

The first impression a caller will have of the office is how you answer the phone. Always be polite

and courteous; speak clearly and distinctly. Never let callers feel that they are interrupting something or imposing. Try to answer the phone on the first ring; no phone should ring more than twice. If the person called is not in, try to determine if someone else in the office can help the caller. Try and satisfy the caller then and there.

How you answer your phones will be discussed in your division, i.e., whether you answer "Good Morning" or "Good Afternoon", whether you give the division name or the branch, whether you answer by the supervisor's name, the telephone number, etc.

If you are interrupted when you are on the phone, always put the caller on HOLD. If the person being called is busy or is on another line, always give the caller the option of holding or having the call returned. If the caller wishes to leave a message, be sure to ask for name, extension and office. Also, be sure to write your initials and the date and time the call was received at the bottom of the phone message form. Make sure you deliver telephone message promptly. In other words, fill out the phone message form completely. (U)

If you put someone on HOLD, keep an eye on the clock. Never let a caller stay on HOLD for more than a half a minute. Give the caller the option again of



holding or having the call returned. Always put a call on HOLD while you are locating the person being called. This prevents the caller from possibly overhearing classified conversations in the office. (U)

There are four different lines in the Agency-- black, red, gray and green. Below is a description of each; division or branch personnel will give a more detailed explanation. (C)

Use of the Black Line (C)

--To call outside the Agency, dial 9 and the outside number.

--Remember black lines are not secure. No discussions of classified material or subjects should be held near a black phone being used and never talk about classified documents or subjects on the black line.

Use of the Red Line (C)

--This is a secure line through SECRET to other offices WITHIN Headquarters building. No personal calls should be made on this line.

--Dial the 4 digit number (always begins with 1 or 9)

Use of the Gray and Green Lines (C)

--If you should have to use the gray or green lines, check with CIA Telephone Directory for proper use.

### Personal Calls

The office phones are for business use, but they may occasionally be used for personal calls. Please remember to keep your calls short--someone with official business may be trying to call. Be considerate of those around you and talk quietly. There are pay telephones located throughout the Headquarters building. You are encouraged to use these for personal calls. (U)

Incoming personal calls should follow these same procedures. Encourage your family and friends to limit personal calls. You must not accept charges for long distance personal calls on any office phone. (U)

If you must make a personal long distance telephone call from an office phone, call the Agency operator, tell her the number you wish to call and have her charge the call to your home telephone number. Do not use the Agency long distance WATS for personal long distance calls. (U)

### Suggestion Awards

The Agency has a suggestion awards program designed to reward employees for their inventions, creative ideas and suggestions that save time and money. All employees

are eligible to participate. (U)

### Training

The training officer in ODP has an Office of Training (OTR) catalog that contains a description of Agency courses, pre-requisites for attendance, and a schedule of courses. In addition to this catalog, which is published twice a year, OTR regularly publishes bulletins announcing many of their courses. Bulletins are available to all employees from their training officer. (U)

If you are interested in taking an internal training course, first talk to your supervisors. You should decide on a mutually agreeable time for you to attend so that the office workload will not suffer. Some courses have long waiting lists, so it may take several weeks or months before you can be enrolled. Your supervisor will have a Form 73 (Request for Internal Training) completed and forwarded to the ODP training officer. When you are selected for a course, you will be told when and where to report before the first day of class. (U)

Agency management takes the initiative in providing employees with the training it considers necessary to do the job. You may also suggest training which you consider appropriate and necessary in your particular position.

Many types of specialized training are subject to grade limitations and prior experience.

Sponsorship for External Off-Duty Training

You may request Agency sponsorship (i.e., tuition payment) for external, off-duty training if the course is related to your present assignment. To be eligible for sponsorship, you must have completed at least one full year of continuous civilian government service, although this requirement can be waived if the training is considered absolutely necessary. Training may not be for the sole purpose of obtaining an academic degree. (U)

During the spring and fall semesters, the University of Virginia offers evening undergraduate and graduate courses in the Headquarters building. A bulletin describing individual courses is published by OTR prior to the beginning of each semester. You may enroll in the U.Va. program and have your tuition paid by the Agency if the course you wish to take is job-related or if it is considered career enhancing. (C)

If you fail to earn a passing grade or drop out of a course, you must refund the entire tuition to the Agency. (U)

Clerical Skills

At present, the Agency offers refresher courses in shorthand, but not in typing. The shorthand courses are are schuduled after-hours and are open to those employees who can take dictation at the rate of at least 50 words per minute. If you are interested in finding out more about this program, ask your supervisor or your Training Officer. (AIUO)

The Civil Service Commission offers a wide variety of clerical courses, which range from basic reading and grammar to more sophisticated seminars on office management. Local community colleges and county adult education programs include clerical courses in their curricula, but it is up to you to find out what is available and to inform your supervisor. If comparable courses are offered by OTR, the Agency will not pay for your tuition for the outside class. (U)

If you have not passed the Agency typing test, it is strongly recommended that you continue to try to qualify. The test is given on Tuesday afternoon at Ames Building. To make an appointment for testing, contact your Branch secretary. Shorthand tests are given on Wednesday

afternoon at Ames, and if you feel you can qualify, you may also arrange with the Branch secretary for this testing. All clericals who have typing and shorthand ability but have not passed the test are strongly encouraged to enroll in evening courses to improve speed and accuracy. Clericals who do not have these skills but would like to acquire them should enroll in beginning classes. (U)

Time spent away from the job for non-Agency shorthand and typing courses must be charged as annual leave. (U)

Employee Activity Association, Inc.

EAA provides the employee with an opportunity to participate in a wide variety of clubs, sports, and instructional classes. EAA runs a discount store in GF-40; there is a physical fitness room in BE-48; tickets to sports events and theatres are on sale in 1F-93; ski, fishing, camping trips are arranged. Dial ☐ for a recorded announcement of EAA activities.

STAT

Medical

The Office of Medical Services (OMS) is located in Room 1D40 Headquarters. While the major responsibility of OMS is to provide medical support of official nature,

OMS will provide assistance to an employee in emergency situations. (C)

If you become ill at work, inform your supervisor; you may then go to the dispensary (Room 1D4012) for treatment, but let someone know where you are going. A staff physician will refer you to your own doctor (or recommend one if you do not have a local physician) if further treatment is necessary. OMS can also provide a wheelchair or stretcher or arrange for an ambulance to transport you to emergency hospital facilities. However, they will not provide continuing review and treatment of an illness or injury. If you are injured on the job, Tell your supervisor immediately. (C)

Flu shots are available free of cost from OMS each year. A notice will be distributed in the fall announcing the vaccination times. (U)

OMS also offers counseling for employees suffering from emotional distress and for employees who have such a condition in their family. (U)

The OMS emergency number is . (C) STAT

#### ODP Personnel Policies

To preclude unnecessary duplication, this handbook contains only a brief outline of ODP personnel policies.

A complete and detailed description of ODP's promotion system, ranking procedures, and the way evaluation and promotion panels and boards operate is contained in a memorandum to all ODP employees, subject: "ODP Plan for Performance Evaluation and Promotion," dated 14 December 1978. Each division has a copy of this paper.

Uniform Promotion System

ODP Policy

All individuals will be given equal and fair opportunity for employment and career advancement, consistent with the individual's abilities and performance, and the needs of the Agency. Promotions and assignments will be made on a competitive basis.

Precepts

Agency-wide uniform promotion schedules by grade will be followed by panels in making evaluations and recommendations for promotion.

A minimum annual target for promotion of qualified people for each grade in each career service will be published each year.

Panels will strictly adhere to the current separation regulation subsequent to identifying the bottom three percent of employees competitively ranked each year.



Promotion criteria will be published for ODP employees.

Evaluation panels will determine promotion eligibility and make recommendations for promotion which can only be changed by the DCI.

Promotion lists by grade will be published.

Certificates of promotion will be issued at the time of promotion.

#### Career Boards

The Director of Data Processing (D/ODP) is the Head of the MZ Career Sub-Group with the overall responsibility for personnel in grades GS-01 through GS-15.

The Deputy Director of Data Processing will chair the MZ Board.

Evaluation panels for major components of the Office (Processing, Applications, Special Projects, Management and Administration) develop rankings and recommend personnel actions for careerists within their respective components and submit these to the MZ Career Board through their representatives.

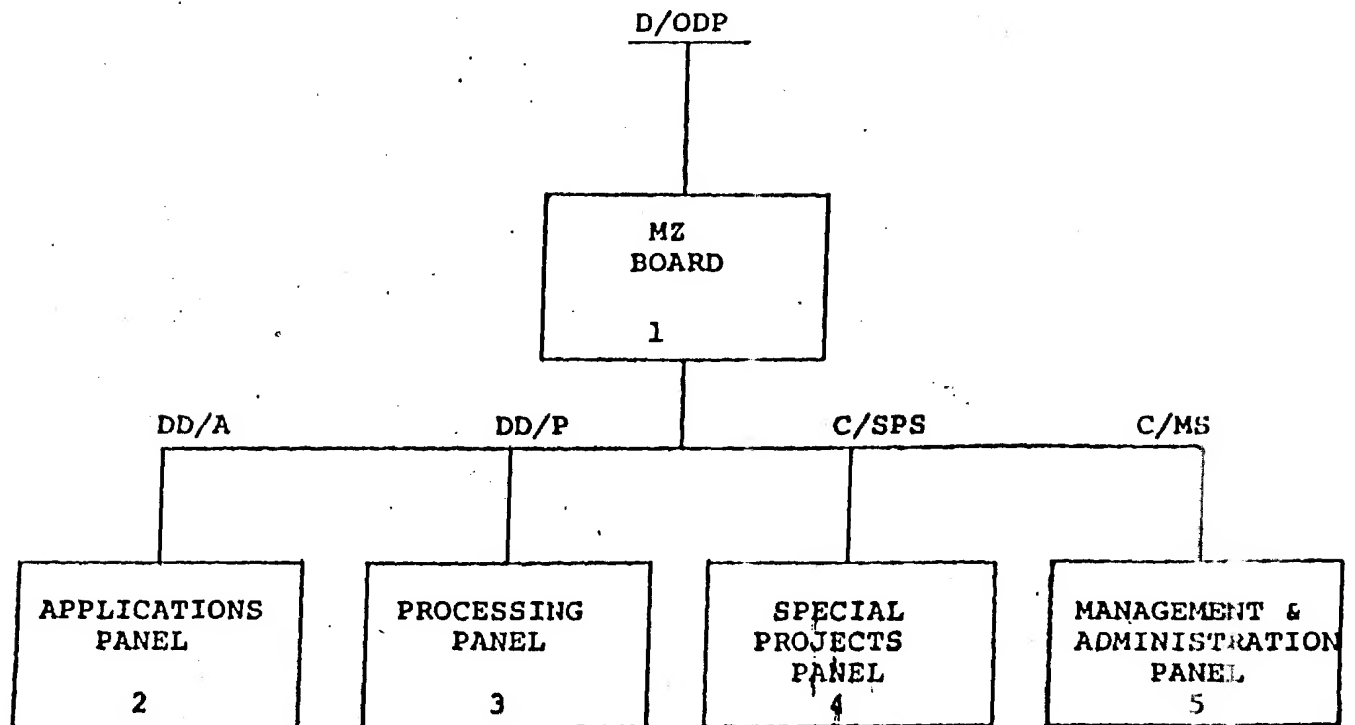
SEMIANNUAL PROMOTION SCHEDULE BY MONTH

Month	Fitness Report Period Ends on Last Day For	Component Panel Ranking/ Review Due For	MZ Board Ranking & Promotion List Due For	Promotion Actions Due In OP For	Promotions Effective First Pay Period For
Jan	GS-6	-	GS-14	GS-5 & below GS-9, 10	GS-11
Feb	-	GS-7,8,13	-	GS-14	GS-5 & below GS-9,10
Mar	GS-5 & below GS-15 & above	GS-6,12	GS-7,8,13	-	GS-14
Apr	GS-14	GS-11	GS-6,12	GS-7,8,13	-
May	-	GS-5 & below GS-9,10	GS-11	GS-6,12	GS-7,8,13
Jun	GS-13	-	GS-5 & below GS-9,10	GS-11	GS-6,12
Jul	GS-12	-	GS-14	GS-5 & below GS-9,10	GS-11
Aug	GS-11	GS-7,8,13	-	GS-14	GS-5 & below GS-9,10
Sep	GS-9,10	GS-6,12	GS-7,8,13	-	GS-14
Oct	-	GS-11	GS-6,12	GS-7,8,13	-
Nov	-	GS-5 & below GS-9,10	GS-11	GS-6,12	GS-7,8,13
Dec	GS-7,8	-	GS-5 & below GS-9,10	GS-11	GS-6,12

SEMIANNUAL PROMOTION SCHEDULE BY GRADE

<u>Grade</u>	<u>Fitness Report Period Ends Last of</u>	<u>Component Panel Ranking/Review Due Last Full Week of</u>	<u>MZ Board Ranking of of Pro- motion List Due Last Full Week of</u>	<u>Promotion Action Due in OP 2nd Full Week of</u>	<u>Promotion Effective First Pay Period</u>
GS 15 and above	Mar	-	-	-	-
GS 14	Apr		Jul/Jan	Aug/Feb	Sep/Mar
GS 13	Jun	Aug/Feb	Sep/Mar	Oct/Apr	Nov/May
GS 12	Jul	Sep/Mar	Oct/Apr	Nov/May	Dec/Jun
GS 11	Aug	Oct/Apr	Nov/May	Dec/Jun	Jan/Jul
GS 10	Sep	Nov/May	Dec/Jun	Jan/Jul	Feb/Aug
GS 9	Sep	Nov/May	Dec/Jun	Jan/Jul	Feb/Aug
GS 8	Dec	Feb/Aug	Mar/Sep	Apr/Oct	May/Nov
GS 7	Dec	Feb/Aug	Mar/Sep	Apr/Oct	May/Nov
GS 6	Jan	Mar/Sep	Apr/Oct	May/Nov	Jun/Dec
GS 5 and below	Mar	May/Nov	Jun/Dec	Jul/Jan	Aug/Feb

Organization and Composition of MZ Career Board and Panels



Job-Related Documents

Position Descriptions: Position descriptions are written so as to be independent of the incumbents; several individuals in a particular position, e.g., Computer Programmer, GS-09, may be covered by one position description. Chief, Administrative Staff is responsible for ensuring that the position descriptions for ODP are current and accurate.

Letters of Instruction: In ODP only employees in professional positions need to be given LOI's. These Letters of Instruction (LOI's), jointly prepared by supervisor and employee within the framework of the position description, are a means of arriving at a mutual understanding of the duties and specific performance objectives for the employee during the coming year. They should be prepared within 45 days after an employee assumes new responsibility or annually before the start be reviewed and amended as necessary during the year. It is proper for LOI's to address plans for an employee's career development, including training and developmental assignments.

Fitness Reports: Fitness Reports are prepared annually and describe the employees duties and how well they have been performed. A properly prepared LOI will ensure that employees understand, before the start of the Fitness Report period, the duties and performance objectives they will be rated on. Frequent supervisor-employee performance discussions should be conducted during the year to ensure that employees are not surprised by the rating they receive at the end of the reporting period. Fitness Reports are prepared in accordance with a regular schedule.

#### Rankings

Annual competitive rankings for GS 3-13 clerical, technical, and professional employees will be done by the component panels e.g. Applications, Processing, Special Projects, Management and Administrative, and melded without change into an Office-wide ranking by the MZ Board.

Component panels and the MZ Board will review the annual competitive rankings after six months to ensure that they are still current and valid.

Each component panel will review GS 3 through GS 13 employees semiannually by grade (following the competitive ranking and its review) to determine which employees are eligible for promotion and to develop a priority ordered list of such employees. These lists will be forwarded to the MZ Board for melding into an Office-wide list of promotion recommendations by grade.

In addition to melding component panel promotion lists, the MZ Board will review GS 14 and GS 15 employees semiannually to determine which employees are eligible for promotion and develop a list of promotion recommendations in priority order.

The rankings used by the panels and the MZ Board are grouped into five major categories, as follows:

a. Highest Potential (HP): Employees whose experience, qualifications and excellent performance in assignments and training indicate that they have the highest potential for advancement. Career actions should utilize and further develop this potential.

b. May Develop High Potential (MD): Employees whose qualifications and performance clearly are above average

and who give indications that they later may demonstrate high potential for greater responsibility. Career actions (assignment, training, experience on the job) should enhance their skills and develop t is potential.

c. Valuable Contribution (VC): Employees whose performance is good and who generally are realizing their potential. This category includes some employees who may be capable of performing at a higher level of responsibility and some who may not. Among those who may not are employees who are making a vital contribution to the functioning of their office (above average or satisfactory performance) and would continue to do so either in their present or rotational assignment. Career management for employees in this grouping should provide sufficient opportunities for work satisfaction, improvement of skills, and personal growth at current levels of responsibility so that those who may have future potential have an opportunity to demonstrate it.

d. Limited Potential (LP): Employees whose overall performance is adequate but who have some characteristic affecting knowledge or performance such that their potential is judged to be limited. Their career planning and



counseling should consider whether there are measures which reasonably can be taken to assist them in overcoming such deficiencies, whether their talents can be utilized better in some other function or office, or whether they should be encouraged to seek career opportunities elsewhere.

e. Substandard (SS): Employees whose performance and potential are substandard in comparison with others of the same grade and occupational category. Employees in this grouping are subject to downgrading or separation under the procedures specified by Agency regulations and the Career Service. In a surplus situation, employees so evaluated would have low priority for retention.

### Filling Jobs

#### General

The following procedures will be used to fill ODP vacant positions below division chief level. The selection of candidates for vacant positions of division chiefs or higher level is responsibility of the MZ Career Board and the Director of Data Processing. Applicants for vacancies should call the ODP personnel officer and register interest in being a candidate. Employees

should notify supervisors of applications for vacancies. Vacancy notices will be sent to ODP outlanders.

Internal Positions: When an internal position becomes vacant, the division chief will first consider those in the division for reassignment to the vacancy. If no one in the division is qualified, the division chief will seek nominees for the position from his career panel. If the panel is also unable to identify anyone qualified for the position he will prepare an internal ODP vacancy notice. Employees in any component of ODP, including the division at hand, should feel free to apply for any vacancy for which they believe they are qualified. The division chief will review the files of those who have applied and will decide who to interview. After a selection is made, all applicants will be notified as to the outcome of their application by the ODP personnel officer. If no suitable candidate for a vacancy is found in ODP, a DDA or Agency-wide vacancy notice will be issued. The fact that an ODP vacancy notice is circulated Agency-wide should not discourage an ODP employee from applying for the position. The above procedure will be in addition to our effort to hire new employees from outside the Agency where such requirements cannot be met from within or where there are critical shortages of such personnel.

### MZ Rotational Positions

When an office outside ODP requests an MZ careerist for a rotational tour, an ODP-wide vacancy notice prepared by the requesting component will be published by the ODP personnel officer unless specific qualifications which can only be found in one component of ODP are requested. In that case, the appropriate component chief will be asked by the MZ Board to identify a nominee. The chairman of each panel will nominate one candidate from his component to the MZ Board for selection for the position. The Board will select the candidate to be nominated to the requesting component outside ODP. All applicants will be notified by their respective career panels of the results of this selection process.

### Vacancy Notices from Other Agency Components

Vacancy notices issued by other components of the Agency and circulated within ODP. Applicants should notify the ODP personnel officer and their supervisors if interested. The ODP personnel officer will send the personnel files of ODP applicants to the advertising components.

Employee Counselling

The following counselling facilities are available to all employees:

Employee counselling for career development

Within ODP the following list suggests those who will best be able to advise you:

1. Your immediate supervisor
2. Your branch chief
3. Your division chief
4. Your MZ Board representative
5. The ODP Career Development Officer
6. The ODP Personnel Officer
7. The Deputy Director of ODP
8. The Director of ODP

Within DDA:

Career Management Office within the office of the DDA.

Elsewhere in the Agency:

The Office of Personnel Staff Personnel Division has counselors assigned to each of the Directorates

of the Agency. They can advise you what openings are available throughout the Agency, and can also give you advice and guidance on how to apply for various jobs throughout the Agency.

The Office of Medical Service Psychological Services Staff is available for counselling on career development and administers a series of tests which can help you find out where your skills and abilities are.

#### EEO and Grievance Counselling

EEO and Grievance counselors are available throughout the Agency. The ODP Executive Officer is the ODP EEO Officer and Grievance Officer. It should be noted that employees are not required on an EEO matter to deal with their component EEO Officer but must deal with their component Grievance Officer on grievance matters.

#### Counselling on Legal Matters

The Office of General Counsel will provide advice to employees on legal matters. If you call them and arrange an appointment, they have set aside time each day to discuss employees' legal problems. While they will not take on your case, they can advise you of

... cleared lawyers and how you can proceed. They can also interpret clauses in leases and other contracts.

#### Financial Counselling

The Office of Personnel Personal Affairs Branch provides financial counselling for employees. They also have the means to grant emergency loans. These loans are only available to employees who have exhausted their use of the Credit Union, and only for extreme financial problems, but they will advise you concerning financial matters.

#### Medical Problems

The Office of Medical Services provides counselling for employees for their own problems, and problems they are having with their families. This counselling is done within the patient-doctor relationship--if the employee voluntarily goes in to Medical Staff, no report will be sent back to ODP. You should note that they do provide counselling for you or your family on matters concerning your general health, alcohol and drug abuse, and psychiatric counselling. While the psychiatrist will not take on your case for any long period of time, he can again advise you on what would be the next best step.